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Secretary

**June 2005**

**TASK ORDER PREPARATION, APPROVAL, AND MANAGEMENT PROCESS FOR THE  
STRATEGIC BUDGETING CONSULTING SERVICES AND SOFTWARE CONTRACT  
#050B5800143**

The following outlines the general process for preparation, approval, and management of task orders for the statewide Strategic Budgeting Consulting Services and Software Contract. The contract is in effect from June 1, 2005 through June 30, 2010 with:

CMAT International Inc.  
The Pier IV Building  
621 E. Pratt Street, Suite 200  
Baltimore, MD 21202.

CMAT Project Manager: Greg Barr, V.P.  
[gregbarr@cmat.org](mailto:gregbarr@cmat.org)  
Phone: 410-727-0020

Questions concerning this task order process should be directed to the DBM Contract Manager:

Rachel Monks  
Dept. of Budget & Management  
Office of Budget Analysis  
45 Calvert St., Rm. 210  
Annapolis, MD 21401  
E-Mail: [obasb@dbm.state.md.us](mailto:obasb@dbm.state.md.us)  
Phone: 410-260-7537 Fax: 410-974-5634

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**Part I. Definitions**

- A. CM means the DBM Contract Manager who has approval authority over all work performed under this contract.
- B. NTP means Notice To Proceed that is a formal notification issued by the Contract Manager that directs the Contractor to perform work beginning on the date contained in the NTP.
- C. TOA means Task Order Agreement.
- D. Contractor means CMAT International Inc.
- E. TOM means the user agency Task Order Manager.

**Part II. State Agency Request for Services and Contractor Response to Agency Request**

- 1. An agency Task Order Manager (TOM) may contact the contractor (CMAT International) directly at any time concerning desired strategic budgeting services. The TOM will define the specific services needed, and request a work plan and quote of price from the contractor based upon the fixed one-time software price and fully functional concurrent user license price in the master contract, and consulting services labor hours at the fully-loaded fixed hourly rates in the master contract. The TOM will E-mail the attached **Agency Request for Strategic Budgeting Services and Vendor Response Form** to the Contractor that includes all required information. **Service requests are to be sent to Greg Barr at [gregbarr@cmat.org](mailto:gregbarr@cmat.org) with a copy to Alan Fabian at [alanfabian@cmat.org](mailto:alanfabian@cmat.org). Mr. Barr may be contacted by phone on 410-727-0020.**
- 2. The Contractor shall complete the response to the request using the attached **Agency Request for Strategic Budgeting Services and Vendor Response Form** and E-mail it to the TOM within the specified timeframe. A signed hardcopy of the price quote must be mailed to the TOM.
- 3. **The Contractor may not begin work until receiving from the TOM the Task Order Agreement (TOA) that has been approved and signed by the CM, and a Notice to Proceed (NTP) from the CM.**

**Part III. Task Order Manager/Requesting Agency Review and Approval of Contractor's Response**

- 1. The Agency TOM will review the response and if needed will contact the Contractor to obtain additional information, clarification or revision to the work. Upon agency approval of work and costs contained in the Contractor's response, the TOM will E-mail

the completed **Agency Request for Strategic Budgeting Services and Vendor Response Form** to the CM at [obasb@dbm.state.md.us](mailto:obasb@dbm.state.md.us) for review and approval.

2. **The Agency TOM may not engage the Contractor for services until receiving from the DBM CM the approved and signed Task Order Agreement (TOA) and a Notice to Proceed (NTP).**

#### **Part IV. DBM Contract Manager Review and Approval of TOA, and Task Order Manager Issuance of Purchase Order**

1. The DBM Contract Manager will review the TOA and Contractor's response and approve or ask the TOM to provide additional information, clarification or revision to the work.
2. Upon approval of the request for services and the Contractor's response, the CM will verify with the TOM via E-mail or phone an agreeable start date for the Notice to Proceed (NTP), and will authorize the TOM to create the purchase order in ADPICS.
3. Upon authorization from the CM, the Agency TOM will create the purchase order in ADPICS as a release against the Master Blanket Purchase Order (#050B5800143), and E-mail the agency purchase order number to the CM at [obasb@dbm.state.md.us](mailto:obasb@dbm.state.md.us).
4. After the CM verifies that the release has been properly completed by the agency, the CM will E-mail a completed Task Order Agreement (TOA) to the Contractor. The Contractor will sign 3 copies of the TOA, and forward all 3 copies to the TOM for signature. The TOM will sign all copies and mail them to the CM (Rachel Monks, Dept. of Budget & Management, 45 Calvert St., Room 210, Annapolis, MD 21401) for final signature.
5. The CM will sign the Task Order Agreement, and mail copies to the TOM and the Contractor.
6. The CM will E-mail a NTP to both the Contractor and the TOM.

**Please Note: The Contractor may not proceed with any work for which payment is expected until after receiving from the CM the NTP and the TOA signed by the CM.**

7. After receiving the signed TOA and the NTP from the CM, the agency TOM will issue and send the approved purchase order to the Contractor.

#### **Part V. TOA Management**

1. The Agency TOM and the Contractor will complete work as outlined within the TOA.
2. Neither the Contractor nor the agency TOM is authorized to make changes to the TOA. If the agency TOM thinks that a change to the approved TOA is needed, the TOM will submit a written change request via E-mail to the Contract Manager, Rachel Monks, at [obasb@dbm.state.md.us](mailto:obasb@dbm.state.md.us), describing any changes in the scope of work, the reason for the change, and the cost impact of the change. **The agency TOM is not to initiate an ADPICS Change Order until the CM approves the need for a change order via a returned E-mail, and issues an updated NTP.**

3. The agency TOM will be responsible for monitoring expenditures to ensure that labor hours and costs do not exceed the NTE ceiling in the TOA.
4. All billing and payment of invoices will occur between the Contractor and the TOM unless otherwise stated in the TOA.
5. The CM will be available to discuss issues and activities related to a TOA.

**Part VI. TOA Closeout**

1. At the conclusion of the TOA, the agency TOM will verify that all deliverables have been met, that the agency accepts the final results, and that the final invoice for payment is processed.
2. The agency TOM will E-mail notice to the DBM Contract Manager that the final payment to the Contractor has been made and that all payments were made in accordance with the TOA.